

ADM-13.09, "Maintenance of the William D. Leeke Building and Annex Buildings,"

SCDC POLICY

NUMBER: ADM-13.09

TITLE: MAINTENANCE OF THE WILLIAM D. LEEKE BUILDING, RECRUITING AND EMPLOYMENT SERVICES ANNEX BUILDING, AND HQ TRAILER

ISSUE DATE: MARCH 31, 2016

RESPONSIBLE AUTHORITY: DEPUTY DIRECTOR OF ADMINISTRATION

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-13.09 April 1, 2012; September 1, 2006; November 1, 2002

RELEVANT SCDC FORMS/SUPPLIES: 8-1; 8-19

ACA/CAC STANDARDS: 4-ACRS-1C-17, 4-ACRS-2D-01, 4-ACRS-2D-02, 4-ACRS-2D-03, 4-4195, 4-4196, 4-4215

STATE/FEDERAL STATUTES: NONE

PURPOSE: To establish uniform guidelines for the administration and management of the house keeping and maintenance of the William D. Leeke Building, Recruiting and Employment Services Annex Building and HQ Trailer.

POLICY STATEMENT: In order to ensure that the William D. Leeke Building, Recruiting and Employment Services Annex Building, and HQ Trailer are adequately maintained, the Agency will employ a Building Supervisor who will be responsible for the supervision of inmate workers, cleaning details, submission of building repair work orders, grounds maintenance requests, and for other inspections/tasks as detailed in this policy. The Office of the Deputy Director of Administration will assign numbered parking spaces to the William D. Leeke Building.

TABLE OF CONTENTS

1. IDENTIFICATION
2. SECURITY
3. CLEANING DETAILS
4. GROUND MAINTENANCE
5. SUPPLIES/EQUIPMENT
6. STRUCTURAL CHANGES/RENOVATIONS
7. BUILDING REPAIRS
8. OFFICE SPACE ASSIGNMENTS
9. DECOR
10. MOVING FURNITURE
11. INSPECTIONS
12. ELECTRICAL APPLIANCES
13. COMPLAINTS/SUGGESTIONS
14. DEFINITION

SPECIFIC PROCEDURES:

1. IDENTIFICATION: All inmate workers assigned to the William D. Leeke Building, Recruiting and Employment Services Annex Building, and HQ Trailer will be required to wear their identification badges at all times. Other inmates who may have an occasion to enter the William D. Leeke Building or annex buildings, such as maintenance crews, grounds maintenance workers, etc., will also be required to wear their identification badges at all times.

2. SECURITY:

2.1 Supervision of Inmate Workers:

- William D. Leeke Building, Recruiting and Employment Services Annex Building, HQ Trailer. The Building Supervisor assigned to Facilities Management, and under the general supervision of the Deputy Director of Administration or designee, will be responsible for the supervision of the inmates working in these areas. The Building Supervisor's office will be located in the William D. Leeke Building. In the event that the Building Supervisor is away from the William D. Leeke Building for an extended period of time, the Division of Facilities Management will be contacted to provide back-up supervision in the interim.
- Remaining Annex Buildings: The Division Directors/designees of the remaining areas will be responsible for the supervision of the inmates working in their respective buildings.

2.2 Under the direction of the Deputy Director of Administration or designee, the Detention Services Shop Manager at Facilities Management (FM) will be responsible for issuing all office and outside door keys for the William D. Leeke Building. Assignment of keys for the William D. Leeke Building, Recruiting and Employment Services Annex Building and HQ Trailer will be in accordance with SCDC Policy OP-22.17, "Key Control," and will require a request submitted to the Deputy Director of Administration or designee. The Detention Services Shop Manager at Facilities Management (FM) will be notified of the key request/approval by the Deputy Director of Administration or designee. All keys will be issued by the Detention Services Shop Manager at Facilities Management (FM) to the person responsible for the key. All keys must be returned to the Detention Services Shop Manager at Facilities Management (FM) upon termination or relocation. The Building Supervisor/designee will have access to the key control storage at all times. Under no circumstances will any inmate have access to the key control storage or have in his/her possession, at any time, any office or outside door keys.(4-ACRS-2D-01, 4-ACRS-2D-03, 4-4195)

2.3 The accountability and use of all tools will be in accordance with SCDC Policy OP-22.02, "Tool Control." (4-ACRS-2D-01, 4-ACRS-2D-02, 4-4196)

2.4 Inmates will not be allowed to clean any offices unless an employee assigned to that office or the Building Supervisor is present.

2.5 All inmates entering the William D. Leeke Building, the Recruiting and Employment Services Annex Building, and the HQ Trailer on official business will go directly to and from those offices. All inmates should enter the William D. Leeke Building through the main entrance where the Correctional Officer is located, unless otherwise directed by his/her supervisor during the performance of maintenance duties, construction, renovation, and/or special projects. Inmates will not loiter in the lobbies, restrooms, or any other areas. Inmates who violate this rule will be subject to disciplinary action in accordance with SCDC Policy OP-22.14, "Inmate Disciplinary System."

2.6 When male inmates are working in the William D. Leeke Building, the supervisors of the work crews shall ensure that the male and female inmates do not interact with one another.

3. CLEANING DETAILS:

3.1 A crew of inmates will be assigned to the William D. Leeke Building during each workday to perform routine cleaning, conduct maintenance, and run errands required to maintain the William D. Leeke Building between the hours of 7:00 a.m. and 3:00 p.m. An inmate assigned to the maintenance crew at the William D. Leeke Building will be responsible for maintaining the Recruiting and Employment Annex Building, and

HQ Trailer.

3.2 The Building Supervisor will develop and maintain a specific job description for each inmate assigned to him/her for maintenance details. Requests for new positions and/or replacement inmate personnel will be addressed to the Division Director of Classification and Inmate Records.

3.3 Employees working in the William D. Leeke Building, Recruiting and Employment Services Building, and HQ Trailer will contact the Building Supervisor for his/her approval prior to receiving assistance on a job/project from an inmate assigned to the William D. Leeke Building maintenance detail.

3.4 At no time will an inmate be placed in a position of control/authority over other inmates. (See SCDC Policy OP-22.15, "Inmate Governance," for more information.)

4. GROUNDS MAINTENANCE: All grounds are to be checked daily to ensure they are clear of debris. The Building Supervisor will ensure the maintenance of the concrete walk-ways and parking areas of the William D. Leeke Building Recruiting and Employment Services Annex Building, and HQ Trailer. Division Directors/designees of all other annex buildings will assume this responsibility for their respective areas.

5. SUPPLIES/EQUIPMENT: Restroom supplies, cleaning supplies and equipment, lighting supplies, etc., will be maintained for the William D. Leeke Building, Recruiting and Employment Services Annex Building, and HQ Trailer by the Building Supervisor. A system of accountability will be maintained for all Toxic, Caustic, and Flammable materials used in the William D. Leeke Building, Recruiting and Employment Services Annex Building, and HQ Trailer. SCDC Form 8-1, "Toxic, Caustic, Flammable, and Consumable Supply Inventory," will be utilized to maintain a record of chemical amounts. Supplies and equipment for all other annex buildings will be maintained by the appropriate Division Director or designee and funded through the respective division's budget. (4-ACRS-1C-17, 4-4215)

6. STRUCTURAL CHANGES/RENOVATIONS: Requests for structural changes, renovations, additions, etc., for the William D. Leeke Building, Recruiting and Employment Services Annex Building, and HQ Trailer will be submitted through the Building Supervisor or designee and entered into the automated construction job cost system for appropriate approvals. Refer to SCDC Policy ADM-13.01, "Requests For New Construction, Renovations, Demolition, And Major Repair," for additional information. The Division Directors/designees responsible for the remaining annex buildings will prepare and submit requests for structural changes, renovations, additions, etc., for their respective areas.

7. BUILDING REPAIRS: All building repairs for the William D. Leeke Building Recruiting and Employment Services Annex Building, and HQ Trailer will be requested through the Building Supervisor who will submit a work order through the automated maintenance work order system for appropriate approvals. The Division Directors/designees responsible for the remaining annex buildings will prepare and submit work orders for their respective areas.

8. OFFICE SPACE ASSIGNMENTS: The Deputy Director of Administration will be responsible for all office space assignments and any room changes deemed necessary to better utilize the amount of space available in the William D. Leeke Building. The Agency Director will have the final authority over any office assignment/changes in the 300 Building of the William D. Leeke Building.

9. DECOR:

9.1 Building decor will conform to specifications which are outlined in SCDC Policy ADM-13.03, "Decor Requirements in SCDC."

9.2 Requests to bring pictures, posters, or other type of decorations which will require affixing brackets or hangers on walls will be referred to the Building Supervisor who will ensure proper installation with the least amount of damage to the surfaces. No objects will be hung from ceilings.

10. MOVING FURNITURE: Employees within the William D. Leeke Building requiring movement of furniture will contact the Building Supervisor at least one (1) day in advance. Furniture moved from or to the William D. Leeke Building, from or to locations other than the William D. Leeke Building will be coordinated through the Deputy Director of Administration or designee.

11. INSPECTIONS: Each Deputy Director/designee, or Division Director/designee will, on a monthly basis, inspect his/her designated work area for cleanliness and any unusual conditions affecting the security, health, safety, and/or welfare of the employees and/or inmates. (See SCDC Policy ADM-13.07, "Maintenance and Repairs" for additional information.) When possible, minor deficiencies will be corrected on the spot by the employee detecting the deficiency(ies). Deficiencies of a serious nature will be reported immediately to the Building Supervisor for appropriate action. The Building Supervisor will conduct in-depth inspections pursuant to SCDC Policy ADM-16.03, "Occupational Safety and Health." These inspections will encompass all areas and will include those actions necessary to detect and correct all shortcomings; to maintain housekeeping, equipment, and facility maintenance in a high state of readiness; and to ensure safe and sanitary operation of the building. The Building Supervisor will be responsible for representing the William D. Leeke Building, HQ Trailer, and Recruiting and Employment Services Annex Building for safety/fire inspections. The Division of Occupational Safety and Worker's Compensation will conduct and supervise periodic fire drills as required for these areas. The Division Directors responsible for the other annex buildings will have this responsibility for their respective areas (See SCDC Policy ADM-16.03, "Occupational Safety and Health," for more information.)

12. ELECTRICAL APPLIANCES: The use of state issued portable electric heaters are permitted. NOTE: Use of portable electric heaters must be approved on SCDC Form 8-19, "Request for Use of Portable Electric Heater." In extenuating circumstances, a portable electric heater can be approved via a telephone call to Division Director Occupational Safety & Worker's Compensation or Division Director of Facilities Management, with a follow-up official request on SCDC Form 8-19. Coffee pots, other appliances, and extension cords, if used, will be Underwriters Laboratory approved. Any questions regarding this should be referred to the Building Supervisor.

13. COMPLAINTS/SUGGESTIONS:

13.1 All complaints and/or suggestions regarding maintenance/janitorial services and/or inmates assigned to the William D. Leeke Building, Recruiting and Employment Annex Services Building, and HQ Trailer will be directed initially to the Deputy Director of Administration or designee.

13.2 Complaints and/or suggestions regarding any of the other annex buildings should be directed to the responsible Division Director.

13.3 If any employee observes or suspects an inmate of inappropriate or questionable behavior or if the inmate's job performance is not adequate, the employee should contact the appropriate work supervisor and complete SCDC Form 19-29, "Incident Report," so that necessary action can be taken.

13.4 Central Office employees are directed not to become involved with the inmates' personal or institutional problems. (See SCDC Policy ADM-11.34, "Employee/Inmate Relations," for more information.) Inmate problems/complaints or suggestions will be directed to the Deputy Director of Administration or Designee.

13.5 If immediate assistance or armed security assistance is required, the Central Office Security Desk will be contacted at 896-2376, or the Building Supervisor can be paged at 954-0238.

14. DEFINITION:

Other Annex Buildings when used in this policy, refers to the following: Support Services/Warehouse Buildings; Industries; Print Shop; Frame Shop; Facilities Management; Transportation; Division of Security; K-9 Trailers; Classification Division Office and Medical Annex; Inmate Records Office; Security Trailer; SCDC Cemetery; Palmetto Unified School District Office; and Watkins Office Complex.

SIGNATURE ON FILE

—
s/Bryan P. Stirling, Director

—
Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT